

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300230005-7

TO: Assistant Deputy Director (Administration)

FROM: Chief, Administrative Services

SUBJECT: Vital Materials Program

This report on Vital Materials reflects the progress made to date from 19 March 1951 when the program therefore became more active. Basically the report comprises a discussion of four major topics of interest namely, planning, administration, operations, and statistics.

1. Planning:

The organizational chart of the Records Management and Distribution Branch has been revised to provide for an acceleration of the Records Analysis program, reproduction of Vital Materials and inclusion of archival and repository activities. The administrative functions have been supplemented as appropriate and a new table of organization has been prepared. Also, a proposed revision to CIA Regulation [] "Records Management" and a comprehensive operating procedure for the program have been submitted together with the table of organization to the Advisor for Management for approval.

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2. Administration:

Training of senior and junior Records analysts and also microfilm operators has been initiated. Internal operating routines of the Branch have been reorganized on a segmental basis. Thus, definite responsibilities have been assigned to individual employees and to analyst teams for pursuit of the records analysis and vital materials program in its several phases such as: analysis of records, survey of filing equipment, availability of microphotographic cameras and equipment, scheduling of microfilming operations, regrading of security classifications and preparation of disposal standards and schedules in compliance with public law. An office diary has been instituted to enable analysts to maintain a record of problems experienced and solutions thereof, completed assignments and topics of general interest to facilitate operating routines and preparation of schedules therefor. Area records officers in offices of origin have been instructed by the analysts on an informal basis of the "modus operandi" of the program. In addition, constructive "liaisons" with OCD, and I&S have been established.

3. Operation:

Recognizing that the continuity of the Vital Materials Program depended primarily on the establishment of an effective administrative control of CIA Records, an improved method has been devised to pursue the records analysis program on an accelerated basis and, thus, expedite the initial processing of records. This method employs a form, size 14 x 22 inches which provides for a preliminary screening and an immediate evaluation of records, primarily to isolate vital materials.

Preparation of the forms in triplicate is being accomplished at present in approximately eighty-five per cent of all offices of origin. Thirty per cent of these offices have returned the completed forms.

With two transfers completed, the movement of vital materials from Repository No. I to No. II has begun. The status of filing equipment in each repository at present is provided in Attachment I. Of further interest, a discussion held May 29, 1951 with [redacted] had for its purpose the making of tentative arrangements to enlarge the storage area at Repository No. II in sufficient measure to enable the transfer of all vital materials from Repository No. I.

4. Statistics

Vital materials deposited in repositories subsequent to 12 April 1951, the date of the most recent prior status report, is described briefly as follows:

- (a) 50,000 IBM Cards
- (b) 50 reels of microfilmed materials
- (c) 2 linear feet of unduplicated miscellaneous materials.

An analysis of Attachments II and III will reveal which offices have and have not contributed to the vital materials program.

OFFICES WHICH HAVE CONTRIBUTED TO THE VITAL MATERIALS PROGRAM

<u>Office</u>	<u>Microfilm</u>	<u>As Is Material</u>
1. Office of Collection and Dissemination		
a. Biographic Register	X	X
b. Graphics Register	X	X
c. Industrial Register	X	X
d. CIA Library Division		X
2. Office of Research and Reports	X	X
3. Office of Scientific Intelligence	X	X
4. Office of Special Operations	X	X
5. Office of Policy Coordination	X	X
6. Office of Operations	X	X
7. Inspection and Security	X	
8. Finance Office		
a. Fiscal Division	X	X
9. Personnel Office		
a. Personnel Division(0)	X	X
10. Advisor for Management		X
11. General Counsel	X	X

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OFFICES WHICH HAVE NOT CONTRIBUTED TO THE VITAL MATERIALS PROGRAM

1. Director of Central Intelligence
2. Deputy Director of Central Intelligence
3. Deputy Director for Plans
4. Deputy Director for Administration
 - a. Medical Office
 - b. Procurement Office
 - c. Training Office
5. Office of National Estimates
6. Office of Intelligence Coordination
7. Office of Current Intelligence

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Records 6-3
 May 21, 1951

Summary Report of Vital Materials Program

Number of Reels	Estimated Number of Frames	Office of Origin	Description of Material	Percent Completed
1	650	Legal	Legal Opinions	100%
1	505	Services	Construction, Deeds, Leases, Licenses	100%
4	8863	Personnel	O.S.S. Service Record	100%
2	7000	Personnel	CIA Service Record Cards	100%
4	5371	Personnel	Job Descriptions	100%
2	3713	Fiscal	Leave Record S.F. 1137	100%
2	8966	Fiscal	Payroll Index Cards	100%
2	3790	Fiscal	Retirement Record Card S F 2806	100%
10	16,385	Fiscal	Payroll Cards WD 43	100%
23	33,759	Fiscal	Personnel Actions	100%
17	22,598	Inspection & Security		100%